

**BY ORDER OF THE COMMANDER  
AIR FORCE MATERIEL COMMAND**



**AIR FORCE INSTRUCTION 11-202, VOLUME 2**

**AIR FORCE MATERIEL COMMAND**

**Supplement 1**

**1 FEBRUARY 2000**

**Flying Operations**

**AIRCREW STANDARDIZATION/EVALUATION  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**NOTICE:** This publication is available digitally on the HQ AFMC WWW site at: <http://afmc.wpafb.af.mil>. If you lack access, contact the Air Force Publishing Distribution Center (AFPDC).

---

OPR: HQ AFMC/DOV (Maj John S. Jordan III) Certified by: HQ AFMC/DOV (Col Robert J. Wood)  
Supersedes AFI 11-202 VOL2\_AFMCSUP1, Pages: 32  
1 April 1999. Distribution: F

---

This document supplements AFI 11-202, Volume 2 and applies to all AFMC flying activities with primary aircrew assigned or attached for flying. Operational support flyers are not bound by this regulation except for testing requirements in Chapters 5.

## **| SUMMARY OF REVISIONS**

This change makes numerous administrative corrections for readability and accuracy. The guidance for documentation of HQ AFMC/DOV approvals for subordinate flight evals, out of command evals, etc is now more detailed. The evaluation worksheets have been consolidated and revised into six total worksheets and are prescribed in paragraph 8 and evaluators are directed to use them in para 3.3.1.3. This change allows units to place Stan/Eval responsibilities at the OGV or flying unit level and allows the DFO to appoint flight examiners attached to the flying unit. The AF Form 8, **Certificate of Aircrew Certification**, is the documentation certifying the qualifications evaluated. This change details procedures to certify individuals before the AF Form 8 has been signed by the approving official. Spot evaluations won't be used to satisfy recurring evaluation requirements. This change clarifies certain situations when requisites must be completed prior to the flight evaluation. Additional training must be completed by the last day of the second month following the discrepancy. MQF policies and procedures are found on the DOV homepage. This change has simplified reviewing and approving officials for the AF Form 8. Crews must review the FCIF prior to their first flight and then annually. See the last attachment of the publication, IC 00-1, for the complete IC. A (I) indicates revisions from the previous edition.

**AFI 11-202, Volume 2, 1 April 1999, is supplemented as follows:**

**2.2.1.** The Chief of Standardization/Evaluation (Stan/Eval) (HQ AFMC/DOV) manages the aircrew and parachute life support stan/eval programs. Due to the absence of Numbered Air Forces (NAFs) within AFMC, HQ AFMC/DOV assumes all additional responsibilities normally associated with major command (MAJCOM) and NAF stan/eval functions. In this regard, HQ AFMC/DOV executes both administrative and flying roles. HQ AFMC/DOV personnel are exempt from all additional duties, roster duty, courts, and boards except a directed by HQ AFMC/DO.

**2.2.1.3.** HQ AFMC/DOV will convene a Flight Operations conference to discuss field concerns as they relate to operations, flying training, standardization and evaluation policies.

**2.2.1.7.1.** AFMC is the lead MAJCOM for flight test operations and test coded aircraft. AFMC/DOV manages the flight test master question files (MQF) program.

**2.2.2.** HQ AFMC/DOV will appoint Command Chief Pilots (CCPs) for all aircraft where there is no expertise resident within the headquarters/DOV. CCPs serve as experts in their designated aircraft and provide administrative assistance to the headquarters staff. CCPs may be called upon to augment the Stan/Eval Inspection Team, administer flight evaluations, attend Flight Manual Review Conferences, prepare and review MQFs and examinations, review proposed changes to flight publications, and other duties as required.

**2.3.1.** AFMC mission focus varies from unit to unit. Unit mission may be flight test, depot level maintenance or modification, or variations and combinations. AFMC/DOV Stan/Eval will evaluate each unit's performance of its primary mission.

**2.3.1.7.** Commanders (Center, Wing, & Unit), Director of Flight Operations (DFOs), Chiefs of Stan/Eval, and CCPs will receive required evaluations from the next higher level of stan/eval (subject to restrictions in para 3.5.5.) if assets and scheduling requirements can be met. Evaluations must be coordinated with HQ AFMC/DOV no later than two weeks in advance of the desired evaluation date. If DOV is unable to provide an evaluator, document on the AF Form 8, Certificate of Aircrew Certification, in the mission description block with the name and date of the approving official from HQ AFMC/DOV.

**2.3.1.8.** Units will forward supplements to HQ AFMC/DOV for approval.

**2.3.1.10.** CCPs will coordinate with DOV to update MQFs annually or when changes to flight manual occurs.

**2.4.2.1. (Added)** Senior flight examiners may administer flight evaluations in aircraft, crew position and missions for which they are qualified. Additionally, they may administer SPOT evaluations to all crew members in any aircraft assigned to their respective or subordinate units.

**2.4.2.2. (Added)** Senior flight examiners and OG Chief of Stan/Eval may administer SPOT evals in aircraft for which they are not qualified, but may not occupy a mandatory crew position unless approved by HQ AFMC/DOV.

**2.5.1. (Added)** Examiners assigned to AFMC/DOV and CCPs administering evaluations on behalf of AFMC/DOV may administer SPOT evaluations in aircraft for which they are not qualified, but may not occupy a mandatory crew position without HQ AFMC/DOV approval and DFO concurrence.

**2.5.2. (Added)** HQ AFMC will periodically announce CCP vacancies and solicit nominations. Nominations for these positions must be endorsed by the flying unit commander and forwarded through stan/eval channels to HQ AFMC/DOV. Nominees must be current and qualified instructors pilots. Background information will include name, rank, current position and crew qualification, total flight time, total

instructor and evaluator time (if any), total time and total instructor/evaluator time in the aircraft for which nominated, time on station, unit, phone number and date of separation, if applicable.

**2.6.1.** Formal inspections are described in AFMCI 90-203. Formal inspections will evaluate units in the following major areas: aircrew performance, flight operations (to include test and evaluation, contractor operations, and parachute operations where applicable), stan/eval, training, and life support.

3.3.1.3. Units will use AFMC FORM 59, **Pilot Evaluation Sheet**, AFMC FORM 60, **Helicopter Pilot Evaluation Sheet**, AFMC FORM 61, **Flight Engineer Evaluation Sheet**, AFMC Form 62, **WSO/Navigator/OSO/EWO/DSO Evaluation Sheet**, AFMC Form 65, **Loadmaster Evaluation Sheet**, and AFMC Form 66, **Boom Operator Evaluation Sheet**, to meet the required evaluation profiles. Units will develop profiles for emergency procedure evaluations using the AFMC worksheets as a foundation (ref para. 4.6.5.1). These profiles will contain elements of the unit's mission if applicable (i.e., FCF profiles). Flight examiners will tailor evaluation profiles using as a minimum the listed requirements on the worksheets

**3.3.1.4.1.** Unit trend programs will consist of tracking flight evaluations, flight evaluation discrepancies, and ground requisite examinations.

**3.3.1.6.** All units will forward the current meeting minutes to HQ AFMC/DOV. For small units (10 or less aircrew) where a formal standardization evaluation board (SEB) would not be practical, a stan/eval status letter will be generated to inform unit personnel on stan/eval related issues. This letter will encompass all the requirements listed in attachment 2. These minutes will be kept for 1 year.

**3.3.1.8.** Operations Group Standardization/Evaluations (OGVs)/units will advertise the AF Forms 847, Recommendation for Change of Publication, program through newsletters, SEB and support unit level programs. Units are highly encouraged to use electronic Forms 847 and e-mail to process and forward 847s to HQ AFMC/DOV for action.

**3.4.8.** Commanders will appoint a Stan/Eval Liaison Officer (SELO) to accomplish any of the above duties not performed by OGV. Where there is no parent Operations Group stan/eval function (OGV), there will be a unit Chief of Stan/Eval who will assume those additional responsibilities.

**3.5.1.** Training in accordance with AFI 11-202 Volume 1, AFMCS1 will be completed prior to assuming flight examiner duties.

**3.5.2.** The "Letter of Xs" or Pilot Qualification roster satisfies this requirement.

**3.5.3.** The operations group commander will appoint flight examiners assigned to OGV and other wing/staff agencies, when these personsnel are required to assist in the performance of OGV functions.

**3.5.5.** Flight examiners will not administer evaluations to personnel who are responsible for writing or endorsing their performance report without specific approval from HQ AFMC/DOV. Call HQ AFMC/DOV at least two weeks prior to the evaluation for coordination. If DOV is unable to provide an evaluator, document on the AF Form 8, in the mission description block with the name and date of approving official from HQ AFMC/DOV.

**3.5.7.** Flight examiners within AFMC may administer flight evaluations to another AFMC unit personnel without approval from HQ AFMC/DOV. Other MAJCOMs require specific approval from HQ AFMC/DOV. If an Out-of-Command flight examiner is used for an AFMC flight evaluation, HQ AFMC/DOV will be notified at least two weeks prior and approval will be documented on the AF Form 8. The Out-of-Command evaluator will be briefed on the specifics of AFMC flight evaluations. The unit utiliz-

ing these evaluators will be responsible for properly documenting the flight eval in accordance with this supplement.

**3.5.8.1.** Unit Chiefs of Stan/Eval or SELO, will make available a flight evaluation briefing guide covering minimum requirements for evaluation, critical areas, examiner tasks, simulated student performance (for instructors), simulated emergency procedures, instrument comparison, instrument approach procedures, unusual attitude procedures, touch and go criteria, grading criteria, momentary deviations, and repeating maneuvers. Units may tailor this guide to their needs.

**4.1.** The Stan/Eval Grading Criteria section for each aircraft is located in AFI 11-2FT, Volume 2.

**4.3.1.** Instrument flight evaluations are required for all initial aircraft qualifications and requalifications.

**4.3.1.3.** Navigators having flight controls at their duty station will complete the pilot instrument refresher course. All other navigators having flight instruments used for navigation at their duty stations will complete the parts of the IRC IAW AFI 11-2FT, Volume 2. The instrument exam will be completed as a requisite to the qualification evaluation. If multiple qualified, complete the instrument exam in phase with the qualification evaluation on the primary aircraft.

**4.3.2.** Conduct difference/conversion evaluations IAW MDS-specific guidance. Recurring evaluations are then conducted in any series of a particular mission/design aircraft in which qualified.

**4.3.4.** Whenever possible this evaluation will be conducted from the instructor position and may be combined with other evaluations to utilize aircraft resources. All instructor aircrew will be evaluated in all general, qualification, and instructor areas. If the instructor position cockpit layout/visibility has differences that are significant enough to affect instrument maneuvers or landing techniques, units will add appropriate grading areas to evaluate the differences. The instructor upgrade flight evaluation requirements apply to all primary aircrew positions. Instructor comments must be included and described in adequate detail in the mission description area of the AF Form 8. After completing and signing the evaluation worksheet, the evaluator will contact the DFO to obtain instructor certification for the examinee. The evaluator will annotate the date and time of the phone call on the evaluation worksheet and the new instructor may assume instructor duties immediately. Also, annotate the date of this approval in the remarks section of the AF Form 8.

**4.3.5.1. (Added)** SPOT evaluations will not be used to satisfy recurring requirements.

**4.3.5.2. (Added) Standardization/Evaluation Flight Examiner (SEFE) Objectivity Evaluations.** A SPOT evaluation administered by Senior Flight examiner, OGV, AFMC/DOV and CCP's administering evals on behalf of AFMC/DOV. Evaluations may be conducted in flight or ground evaluations. The purpose of these evaluations to evaluate flight examiners within a unit on their ability to comply with higher headquarters (HHQ) and local stan/eval directives, properly brief and debrief an examinee, correctly identify discrepancies, award the correct grade for each evaluated area, award the appropriate overall grade, and, if required, assign appropriate additional training. These evaluations are "over-the-shoulder" type evaluations and may include Emergency Procedures Evaluations (EPEs), qualification, instrument or instructor evaluations. There are no requisite exams required for this evaluation. SEFE Objectivity evaluations will be documented as SPOT evaluations in the Flight Phase (or Ground Phase for EPEs) of the AF Form 8.

**4.4.3.** With concurrence of the unit commander, flight examiners qualified in the aircraft and crew position, may replace any scheduled primary aircrew prior to flight briefing time.

4.4.3.1. No specific requirements are established for the number of areas that must be graded on a no-notice evaluation; however, flight examiners will evaluate all areas observed and prepare an AF Form 8.

**4.6.4.2.** For initial qualification evaluations, requals, and initial instructor evaluations all requisites must be completed prior to the flight evaluation. Single seat fighter pilots will complete written qualification examinations before the first training flight. This applies whether the first flight is in a single or dual-seat aircraft.

**4.6.5.1.** All primary crewmembers will be administered an EPE. EPEs will be a dedicated amount of time in any device (aircrew training device (ATD), simulator, static aircraft, or table top). To ensure examinees' knowledge and execution of critical emergencies is adequately covered, units will develop a local EPE profile guide. This guide will include as a minimum, both critical (Boldface/CAPS) and non critical emergencies for each phase of flight (ground ops phase, takeoff phase, inflight phase, and landing phase).

**4.6.5.3.** Flight Examiners may conduct inflight EPEs if circumstances dictate (N/A for fighter aircraft).

**4.7.** Profiles for qualification/instrument/instructor evaluations will be conducted in accordance with the prescribed worksheets for each aircraft and crew position and with the applicable flight test grading criteria.

**4.10.** Additional training required as a result of a Q-2 or Q-3 evaluation will be completed and a successful requal evaluation (if required) accomplished within 60 days. Additional Training Certification. The instructor's/training officer's signature will be annotated on the front of the AF Form 8 next to "date additional training was completed" block. This training will be documented in the individual training folder as defined by AFI 11-202, Volume1/AFMCS 1.

**4.11.** This waiver granted by the operations group (OG) for precluding reaccomplishment of completed requisites must be no longer than two months.

**4.13.1. (Added)** For purpose of AFMC Form 80, **Waiver Request and Authorization, administration,** pilot and flight engineer qualification in B-707 variants is considered a single qualification upon completion of conversion training in each specified aircraft.

**4.13.1.1. (Added)** HQ AFMC/DOV is the approval authority of multiple qualifications of Center, wing and group commanders, and pilots who are not assigned to a wing. Document AFMC multiple qualifications on AFMC Form 80.

**4.13.1.2. (Added)** Use AFMC Form 80, for all pilot, navigator, flight engineer, loadmaster, and boom operator multiple qualification requests. Submit through channels to the wing commander or HQ AFMC/DOV, as appropriate. Non-primary aircrew multiple qualifications may be documented by letter. Flight surgeons do not require an AFMC Form 80.

**4.13.1.3. (Added)** Non-USAF gliders and tow planes flown in conjunction with the United States Air Force Test Pilot School (USAFTPS) curriculum do not constitute a multiple qualification.

**4.13.1.4. (Added)** Non-AFMC aircraft flown for non-AFMC purposes do not constitute a multiple qualification.

**4.13.1.5. (Added)** Each year in June, DFOs will review and validate all multiple qualifications. Cancel those no longer required for mission accomplishment. Document this review with initials and date on each AFMC Form 80.

**4.13.1.6. (Added)** DFOs will designate a primary aircraft for multiple qualified aircrews.

**4.13.1.7. (Added)** A new AFMC Form 80 is required when an aircraft qualification is changed. Changes in aircrew duty position do not require annotation. Upon permanent change of station (PCS) of a multiple-qualified aircrew, the AFMC Form 80 will be reaccomplished by the gaining unit if multiple qualification is still required.

**4.13.1.8. (Added)** AFMC Form 80 approved at HQ AFMC will have a control number and expiration date. These blocks need not be completed on locally approved multiple qualifications.

**4.13.1.9. (Added)** Do not begin qualification ground or flying training in an additional aircraft until the AFMC Form 80 has been approved. AFMC Form 80 approval does not constitute permission to violate the provisions of AFI 11-202V1 concerning retainability upon completion of aircraft qualification training.

**4.13.1.10. (Added)** Do not enter flying personnel into initial qualification or requalification training in more than one aircraft at the same time.

**4.13.1.11. (Added)** AFMC Form 80 will be maintained in the first section of the Flight Evaluation Folder. (FEF)

**4.13.1.12. (Added)** Triple qualifications must be approved by the HQ AFMC/DO when there is a complete and compelling reason. The duration of the qualification will be a temporary solution to solve short term manning problems. The unit must submit justification in writing signed by the wing commander or equivalent, to HQ AFMC/DOV.

**Table A . (Added) Aircraft Categories for Instrument Evaluations.**

<i>JET</i>	<i>MULTI- ENGINE JET</i>	<i>RECIP/ TURBOPROP</i>	<i>HELICOPTER</i>
<i>A-10</i>	<i>B-1</i>	<i>C-12</i>	<i>All</i>
<i>F-4</i>	<i>B-2</i>	<i>C-130</i>	
<i>F-15</i>	<i>B-52</i>		
<i>F-16</i>	<i>C-5</i>		
<i>F-18</i>	<i>C-17</i>		
<i>F-22</i>	<i>C-21</i>		
<i>F-117</i>	<i>C-22</i>		
<i>U-2</i>	<i>C-135</i>		
<i>T-38</i>	<i>C-141</i>		
	<i>KC-10</i>		
	<i>T-39</i>		
	<i>E-4</i>		
	<i>B-707 series</i>		

**4.13.2.** Dual qualified pilots will complete an instrument evaluation in each category of aircraft in which qualified. Table 1 lists those categories.

**4.14. (Added) Initial Cadre.** Aircrew members appointed as initial cadre or completing training leading to qualification in experimental or developmental aircraft will comply with the intent of this instruction. Document initial qualifications in these aircraft in flight phase section of AF Form 8 as INIT QUAL.”

Tailor recurring evaluations to program requirements and aircraft capabilities. Simulators may be used to satisfy recurring evaluation requirements. Pilots in these programs will maintain an instrument rating. Maintenance of the instrument rating, when not practical in the experimental/developmental aircraft, will be accomplished in aircraft possessing similar flying qualities/instrumentation.

**4.15. (Added) Exchange/Foreign Personnel.** All primary aircrew will have a current AF Form 8 to fly in an unsupervised status. Commanders will approve and Chiefs of Stan/Eval will review each aircrew's individualized training program to ensure adequate knowledge of and proficiency in USAF/AFMC procedures. Upon completion of training, conduct ground and flight evaluations (as required) and document on AF Form 8 (Not applicable for USAFTPS students).

**5.1.** AFMC will utilize a computer based testing program managed by HQ AFMC/DOV.

**5.4.1.** Open book examinations will contain a minimum of 50 questions, 10 of which will be derived from applicable USAF, AFMC, and local flight instructions. Examinations will be reviewed for accuracy upon change or revision to any referenced publication. Use of AFMC Form 70, Standardization/Evaluation Answer Sheet or equivalent can be used for any testing requirement.

**5.4.2.** Closed book examinations will be constructed from master question files and will measure knowledge of essential information critical to the safe and effective operation of the aircraft to include aircraft limitations, systems, normal and emergency procedures, cautions, warnings, and egress. Examinations will contain a minimum of 20 questions and, when applicable, boldface. Examinations will be reviewed for accuracy upon change or revision of any referenced publication.

**5.4.2.1.** The backbone of the MQF program will be the CCP. CCPs will develop and maintain their respective MQFs tailoring each mission design series (MDS) and crew position to AFI 11-2FT/V2. The MQF program will be posted on the AFMC homepage. In addition, each CCP will be responsible for updating their MQFs when changes to the Flight Manual occur.

**5.4.2.1.2.** The MQFs will contain a minimum of 100 questions taken from the flight manual. These questions must be applicable to all users of that MDS. Combining MQFs for different crew positions may be accomplished if feasible by categorizing test banks and can be accessed without modifying the testing program. Those MQFs will be constructed as listed in 5.4.2.1.2. See para 5.4.1.

**5.4.2.1.2.1.** Units cannot change the basic MQFs. However, units may add relevant questions to accommodate each unique mission within AFMC.

**5.4.2.1.2.2. (Added)** Test questions will be multiple choice with only four possible answers (a,b,c,d). True/false questions may also be used.

**5.6.** All pilots, and navigators with flight controls at their duty station, will complete the pilot instrument exam. All other navigators with flight instruments at their duty position will complete an exam IAW with the AFI 11-2FT/V2.

**5.7.4.** Similar MD aircraft may have combined MQFs and tests to cover all series in that design. (i.e. F-16/A/CG/CJ).

**5.8.** Document completion of examinations in AFORMS.

**6.1.** Units may download electronic forms and locally reproduce them as necessary. Locally developed forms may be used if they are exact duplicates of the electronic versions (e.g. forms created in MS Word).

**6.1.2.4.** Enter N/A for SPOT evaluations.

**6.1.3.1.** The entry order will be in accordance with the attached samples. Documentation for dual qualified navigators: (similar aircraft only such as the C-18/C-135); examinees will take both open and closed book exams for both aircraft and annotate completion by documenting the open book exams on one line in the ground phase block and one line for the closed book exams.

**6.1.3.2.** Document as indicated in the following order INSTM/QUAL. When two or more flights (with different examiners) are required to complete an evaluation, include a separate "Examiner's Remarks" section for each examiner, to include a signature block (except the last examiner).

**6.1.3.2.1. (Added)** Normally, the AF Form 8 is left "open" until all flight evaluation and ground requisites are complete. When requisites are not completed within the prescribed period, close the AF Form 8. When a less than qualified grade is awarded on any requisite or evaluation or the examinee is placed in a supervised status, close the AF Form 8.

**6.1.3.5.** Restrictions should include items derived from poor performance on an evaluation and either become permanent or are dropped when the prescribed Additional Training is completed. Also, include unit mission elements that weren't completed in the training program and are of a permanent nature. For example, if a pilot didn't complete night training requirements in his Phase I training program and the unit never intends to complete that training, document that restriction on the AF Form 8. If the unit intends to complete that training, document this temporary restriction in unit training documentation.

**6.1.3.8.1.** Examiner's Remarks will be on the reverse side of the AF Form 8. Restrictions will remain on the front side.

#### **Examiner's Remarks.**

**A. Mission Description:** Document all relevant facts of the mission to include purpose of evaluation, a brief description of the weather (if a factor), specific maneuvers, type instruction evaluated (if applicable), and the examinees performance, if warranted. For a requalification evaluation describe the circumstances causing the unqualified status.

**B. Discrepancies:** (Document all discrepancies of "Q-" or "U") or enter "NONE." For any discrepancies use the worksheet item number, description, grade and a summary of the discrepancy. Indicate if debriefed when additional training is not prescribed.

**Restrictions may include:** Day only (TPS school instructors night restricted), Conus only (for navigators not overwater qualified)

**(Added) MDS Qualifications.** Document on the bottom line on the front side of the Form 8 after Restrictions. For aircrews maintaining qualification in more than one series aircraft of the same mission design, and for instrument evaluations in similar aircraft categories, list all MDS for which the evaluation applies.

**6.1.4.2.** The examiner, reviewer, and approving officer will all be different individuals for any particular AF Form 8 and should all be rated. The reviewing officer is responsible for quality control of the AF Form 8 format and is also responsible for ensuring the content of the AF Form 8 is in compliance with this instruction and AFMC supplement. Therefore, the reviewer should be currently involved in the Stan/Eval operations of the unit, preferably the next higher level of Stan/Eval. The approving officer is responsible for certifying the qualifications attested to on the AF Form 8 and should be the flying unit commander. The next higher level of flying oversight should approve flying unit commander evaluations. The levels of flying oversight are flying unit commander, DFO/operations group commander, wing commander, center commander, (if appropriate), and finally HQ AFMC/DOV.



**6.1.4.2.1.** For initial quals, requals, and crew position upgrade, aircrew personnel must be certified prior to performing these duties in an unsupervised status. Certification normally occurs on the date the final approving official signs the AF Form 8. Approving officials may authorize unsupervised duty status prior to signature. Document this authorization (with date) in the remarks section of the evaluation worksheet and the final AF Form 8.

**6.1.5.** The AFMC flight evaluation worksheets will be used as the temporary draft AF Form 8. Units will complete the routing of the final AF Form 8 within 30 days of completion of the last requisite. For units with displaced final approving officials, this may be no more than 60 days for final certification.

**6.3.1.** Publications within the FCIF may be paper copies as designated in the list in paragraphs 6.3.3.3.1. and 6.3.3.3.2. when applicable. Include MAJCOM, center, and local supplements. Flight Crew Information File (FCIF) libraries may be located for dual-use provided the requirements below are met.

**6.3.3.** Table of Contents. Place a Table of Contents in a separate book and label appropriately. The Table of contents will indicate the location (volume/binder) of listed publications.

**6.3.3.2.** Volume I, Current Read File. Volume I will be divided into separate sections to allow ease of use. Part A will contain an index of current information to include unit FCIF number, control number, subject, date, and expiration date. Label Part A "Index." Part B will contain current FCIF notices applicable to the unit. Volume I notices may also include notification of changes to aircraft technical orders, directives, and other documents contained with FCIF volumes II-V.

**6.3.3.3.1. (Added) Volume II, Publications-Air Force Directives.** Volume II will contain USAF publications relevant to the conduct of flight operations to include, as a minimum:

- e\*AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*
- e\*AFI 11-205, *Aircraft Cockpit and Formation Flight Signals*
- AFI 11-207, *Flight Delivery of Fighter Aircraft*
- AFI 11-209, *Air Force Participation in Aerial Events*
- \*AFI 11-212V1, *Weapons Ranges*
- \*AFI 11-214, *Aircrew and Weapons Director Procedures for Air Operations*
- eAFI 11-215, *Flight Manuals Program*
- eAFI 11-218, *Aircraft Operation and Movement on the Ground*
- AFI 11-217, *Instrument Procedures*
- AFI 11-301, *Life Support Program*
- e\*AFI 11-410, *Personnel Parachute Operations*
- AFI 11-401, *Flight Management*
- AFI 11-202, Volume 1, *Aircrew Training*
- AFI 11-202, Volume 2, *Aircrew Standardization/Evaluation Program*
- AFI 11-202, Volume 3, *General Flight Rules*
- AFI 11-290, *Cockpit/Crew Resource Management Training Program*
- \*AFI 13-201, *Airspace Management*

- e\*AFI 13-202, *Overdue Aircraft*
- eAFI 13-207, *Preventing and Resisting Aircraft Piracy*
- e\*AFI 24-101, *Passenger Movement*
- \*AFI 36-2208, *US Air Force Helicopter Aircrew Training*
- \*AFPAM 11-404, *G-Awareness for Aircrew*
- eAFMAN 11-210, *Instrument Refresher Course*
- eAFMAN 11-230, *Instrument Procedures*
- AFH11-203 Vol 1 *Weather for Aircrews*
- e\*AFM 51-40, *Air Navigation*
- e\*AFJI 10-220 Volume 1, *Contractor's Flight and Ground Operations*
- e\*AFJI 10-220 Volume 2, *Government Flight Representative Guidance*

(\* - if applicable)

(e) denotes publications that may be kept electronically. For any publication to be listed electronically, it must be completely embedded to include the AFMC supplement and the unit supplement, if applicable. If units keep publications electronically, a single source computer must be made available at the FCIF library location accessing the world wide web. This computer may be used for other purposes such as mission planning, NOTAMs, and weather preflight planning for aircrews, however, the primary use must be for publications access at the FCIF library location.

**6.3.3.3.2. (Added) Volume III, Publications-MAJCOM, NAF, Local Directives.** Volume III will contain AFMC, Multi-Command, and local directives. Include the following, as a minimum:

- AFMCI 11-201, *Supervisor of Flying Program*
- \*AFMCI 11-202, *Fighter and Trainer Aircrew Procedures*
- \*AFMCI 11-203, *AFMC Helicopter Operations*
- eAFMCI 11-301, *AFMC Life Support Program*

**6.3.3.3.3. (Added)** Volume IV, Flight Manuals, Modification Flight Manuals, Checklists, Aircrew Aids, Technical Orders. Volume IV will contain technical orders for all unit-assigned aircraft. Aircraft technical orders will include: flight manuals, checklists, and applicable performance, weapons, FCF, air refueling, weight and balance manuals and T.O. 1-1-300.

**6.3.3.3.4. (Added)** Volume V, Flight Safety Information.

**6.4.1. (Added)** The AFMC Form 84, **Flight Crew Information File Certification** (or suitable alternate) will be used to document FCIF certification by primary assigned and attached aircrew personnel. Units will develop a Go/No-Go process to ensure aircrews have completed all applicable requirements prior to flight. Primary aircrew must review the FCIF prior to their first flight and then at least once annually.

**6.4.2. (Added)** The AFMC Forms 84 need not be maintained for mission aircrews. FCIF notices must be issued by HQ AFMC/DOV, Operations Group OGV, Chiefs of Stan/eval or unit SELOs. FCIF items include information that applies to current ground/flight operations. The issuing authority establishes an expiration date for each FCIF item. FCIF items of a permanent nature need no expiration date, but should be incorporated into local directives when practical. FCIF monitors will conduct a review every 90 days to ensure currency of the file and to remove expired notices. Retain removed notices in a dead file for a

period of 120 days. Use AFMC Form 50, **Flight Crew Information File Notice**, as a transmittal sheet for all FCIF entries. Each level of stan/eval will develop a local control numbering system and distribute to appropriate units. The FCIF will be posted no later than the following morning after receipt.

**6.4.3. (Added)** If used, Forms 84 annual reviews are annotated on the top section of the form. Indicate FCIF currency for guest aircrews on the flight authorization block #23, AFMC Form 82 or 83, with FCIF number and initials. Old cards must be kept for 1 year.

**6.4.4. (Added)** Units will establish procedures to ensure FCIF currency for aircrews operating away from home station.

**6.4.5. (Added)** Aircraft commanders are responsible for ensuring FCIF currency for all crewmembers, to include mission crew.

**7.** Units will develop supplements to this instruction and forward to HQ AFMC/DOV for approval. The supplement will contain processes which describe the unit's stan/eval program. This supplement will not be less restrictive than the guidance in this supplement nor the basic instruction.

**8. Forms Prescribed.** The following forms have been prescribed in this document and are available in electronic form: AFMC Form 59, **Fighter/Trainer Pilot Flight Evaluation Sheet**, AFMC Form 60, **Helicopter Flight Evaluation Sheet**, AFMC Form 61, **Flight Engineer Evaluation Sheet**, AFMC Form 62, **Navigator/OSO Flight Evaluation Sheet**, AFMC Form 63, **WSO Flight Evaluation Sheet**, AFMC Form 65, **Loadmaster Flight Evaluation Sheet**, AFMC Form 66, **Boom Operator Flight Evaluation Sheet**, AFMC Form 70, **Standardization/Evaluation Answer Sheet**, AFMC Form 80, **Waiver Request and Authorization**, AFMC Form 84, **Flight Crew Information File Certification**, AFMC Form 72, **SEFE Objectivity Evaluation Sheet**.

**Attachment 1**  
**GLOSSARY OF ABBREVIATIONS, ACRONYMS, AND TERMS**

*Abbreviations and Acronyms*

**CCP**—Command Chief Pilot

**DFO**—Director of Flight Operations

**GFR**—Government Flight Representative

**USAFTPS**—United States Air Force Test Pilot School

*Terms*

**Command Chief Pilot**—An aircrew assigned to HQ AFMC/DOV or an appointee that assists the HQ Stan/Eval team and conducts flight evaluations on behalf of the headquarters.

**Difference (conversion) Evaluation**—An evaluation administered to an aircrew qualified in a variant of a particular aircraft. For example, variants of the B-707 airframe, different series of a particular M/D, or different block versions. Difference training is considered Phase I (initial qualification) training.

**Evaluation Form**—Worksheet used to document any evaluation to prepare the AF Form 8.

**Initial Cadre**—Those personnel assigned to conduct flight testing of experimental, developmental, or new aircraft for which there are no established formal training programs nor standardized evaluation criteria. Initial Cadre designations are appropriate through Initial Operational Capability.

**Letter of “X”s**—A document used in AFMC, signed by appropriate authority, that lists each assigned/attached aircrew’s aircraft designation, crew position, and mission qualifications.

**Provision**—A statement on the front of the AF Form 8 indicating conditions for which the evaluation may satisfy recurring evaluation requirements, usually used for no-notice or out-of-the-eligibility-period evaluations. For example: “Provision: Open and closed book exams due NLT 30 Apr 97.”

**Restriction**—A statement on the front of the AF Form 8 that places limitations on the duties that may be performed by an aircrew, usually as the result of a failed ground or flight phase event. For example, “Restriction: Examinee will not fly unless under the supervision of an instructor pilot, Day Only, Conus Only”

**Senior Flight Examiner**—A commander authorized to conduct SPOT evaluations for assigned/attached aircrews.

**Attachment 3**

**SAMPLE AF FORMS 8**

This list expands the list of examples of completed AF Forms 8.

**Figure A3.5. (Added) Instrument/Qualification Example**

**Figure A3.6. (Added) Initial Cadre Example**

**Figure A3.7. (Added) Unsatisfactory Publications Example**

**Figure A3.8. (Added) Commander Directed Downgrade Example**

**Figure A3.9. (Added) Two Sortie Qualification Example**

**Figure A3.10. (Added) SEFE Objectivity Example**

Figure A3.5. (Added) Instrument/Qualification Example.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 22 Jan 99		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial) Knucklehead, Iam A.				GRADE Capt		SSAN 222-33-4444	
ORGANIZATION AND LOCATION USAF Test Pilot School Edwards AFB, CA				ACFT/CREW POSITION F-22/MP		ELIGIBILITY PERIOD Aug 98 - Jan 99	
<b>II. QUALIFICATION</b>							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Closed Book	21 Dec 98	95	INSTM/QUAL		22 Jan 99		
Open Book	20 Dec 98	100					
Boldface	21 Dec 98	Q					
EPE	3 Jan 99	1					
IRC	19 Dec 98	100					
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED		DUE DATES				
1			N/A				
EXPIRATION DATE OF QUALIFICATION 30 Jun 00			DATE ADDITIONAL TRAINING COMPLETED N/A				
COMMENTS (If more space is needed, continue on reverse)							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION		CHECK		DATE	
				CONCUR	DO NOT CONCUR	REMARKS	
1	FLIGHT EXAMINER Mark A. Hammer, Capt	445 FLTS				X	30 Jan 99
2	REVIEWING OFFICER Charlie K. Cheese, Maj	445 FLTS/DO		X			
3	FINAL APPROVING OFFICER Nathen M. Mach, Lt Col	445 FLTS/CC		X			
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE Iam A. Knucklehead, Maj			SIGNATURE			

**Figure A3.5. (Added) Continued.**

AF FORM 8, MAY 85 CONTINUATION SHEET
<p>1. Examiner's Remarks:</p> <p>A. Mission Description: This sortie was flown with the examinee leading a two-ship recurring instrument qualification sortie. Mission elements included a radar trail departure, enroute navigation to holding, TACAN penetration to a PAR pickup at Navy NAS. Climbout to a TACAN final single engine approach to a single engine go-around was accomplished. Unusual attitudes were not evaluated. RTB to Edwards included a no-flap landing flown out of an ILS. VFR patterns were well flown.</p> <p>B. Discrepancies: None.</p>

Figure A3.6. (Added) Initial Cadre Example.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 22 Jan 99	
<b>I. EXAMINEE IDENTIFICATION</b>						
NAME (Last, First, Middle Initial)			GRADE		SSAN	
Buffet, James E.			Capt		333-44-5555	
ORGANIZATION AND LOCATION			ACFT/CREW POSITION		ELIGIBILITY PERIOD	
Det 1 Key Largo AFB, FL			B-3/IP		N/A	
<b>II. QUALIFICATION</b>						
GROUND PHASE			FLIGHT PHASE			
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE	
Open Book	5 Apr 99	95	INITIAL CADRE QUAL		17 Apr 99	
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING			
QUALIFIED	UNQUALIFIED		DUE DATES			
1			N/A			
EXPIRATION DATE OF QUALIFICATION Sept 00			DATE ADDITIONAL TRAINING COMPLETED N/A			
COMMENTS (If more space is needed, continue on reverse)						
RESTRICTION: Examinee limited to Day VFR						
<b>III. CERTIFICATION</b>						
TYPED NAME AND GRADE		ORGANIZATION		CHECK		DATE
				CONCUR DO NOT CONCUR REMARKS		
1	FLIGHT EXAMINER James K. Smith, Maj	Det 1/CCV		X		
2	REVIEWING OFFICER Mark E. Tuffguy, Maj	Det 1/DOO		X		
3	FINAL APPROVING OFFICER Tom T. Maddog, Lt Col	Det 1/CC		X		
I CERTIFY that I have been briefed and understand the action being taken this date.						
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
	James E. Buffet, Capt					



**Figure A3.6. (Added) Continued.**

AF FORM 8, MAY 85 CONTINUATION SHEET
1. Examiner's Remarks:
A. Mission Description: This sortie was flown as Initial Cadre Qualification, Instructor flight evaluation. Mission elements included take-off, enroute navigation, one engine out approach. All VFR patterns and landings were well flown. Capt Buffet's inflight instruction on the newest AF bomber was outstanding.
B. Discrepancies: None.

Figure A3.7. (Added) Unsatisfactory Publications Example.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 10 Jul 99		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial)				GRADE		SSAN	
Dumbo, Steve V.				MSGT		333-44-5555	
ORGANIZATION AND LOCATION Det 6, 999 FLTS Craig AFB, AL				ACFT/CREW POSITION KC-97/IE		ELIGIBILITY PERIOD N/A	
<b>II. QUALIFICATION</b>							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Pubs Check	10 Jul 99	U					
QUALIFICATION LEVEL		RESTRICTION (Explain in Comments)  <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED		DUE DATES				
	3						
EXPIRATION DATE OF QUALIFICATION N/A			DATE ADDITIONAL TRAINING COMPLETED				
COMMENTS (If more space is needed, continue on reverse)							
RESTRICTION: Examinee will not fly until a satisfactory recheck of his flight publications has been accomplished.							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION		CHECK		SIGNATURE	
				CONCUR DO NOT CONCUR REMARKS			
1 FLIGHT EXAMINER Raymond S. Canyon, Maj		Local/DOV				10 Jul 99	
2 REVIEWING OFFICER Mark E. Tuffguy, Maj		Local/DOV		X			
3 FINAL APPROVING OFFICER Tim T. Maddog, Lt Col		SQ/CC		X			
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE	TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE			
	Steve V. Dumbo, MSGT						

**Figure A3.7. (Added) Continued.**

AF FORM 8, MAY 85 CONTINUATION SHEET
1. Examiner's Remarks:
A. Mission Description: Publication checks were accomplished in conjunction with a local Stan/Eval inspection.
B. Discrepancies:
Area A1, Professional equipment/publications (U): MSgt Dumbo failed to post the recent ISS in his flight manual.
C. Recommended Additional Training: Examinee will be counseled on the importance of maintaining currency of his flight publications. All discrepancies will be corrected and the publication checks will be reaccomplished.

Figure A3.8. (Added) Commander Directed Downgrade Example.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME (Last, First, Middle Initial)				GRADE		SSAN	
McSorley, Martin M.				Capt		333-44-5555	
ORGANIZATION AND LOCATION				ACFT/CREW POSITION		ELIGIBILITY PERIOD	
39 FLTS Eglin AFB, FL				F-15/MP		N/A	
<b>II. QUALIFICATION</b>							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
			QUAL		15 Feb 99		
QUALIFICATION LEVEL			RESTRICTION (Explain in Comments)				
QUALIFIED	UNQUALIFIED		<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO				
2			ADDITIONAL TRAINING				
EXPIRATION DATE OF QUALIFICATION			DUE DATES				
Aug 00			Aug 99				
			DATE ADDITIONAL TRAINING COMPLETED				
COMMENTS (If more space is needed, continue on reverse)							
Commander Directed Downgrade							
Capt McSorley is restricted from instructing in the F-15 due to his lack of judgment and late intervention of a student's poor landing which caused structural damage to the gear. He will not perform instructor duties for 6 months. Additional training will consist of the entire instructor program and flight evaluation to regain instructor qualification.							
MDS Qualification: F-15 A/C							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION		CHECK		SIGNATURE	
				CONCUR			
				DO NOT CONCUR			
				REMARKS			
1 FLIGHT EXAMINER							
2 REVIEWING OFFICER							
3 FINAL APPROVING OFFICER							
Tim T. Maddog, Lt Col		39FLTS/CC		X			
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND GRADE OF EXAMINEE			SIGNATURE		
		Martin McSorley, Capt					

Figure A3.9. (Added) Two Sortie Qualification Example.

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME <i>(Last, First, Middle Initial)</i> Kent, Clark E.				GRADE Maj		SSAN 333-44-5555	
ORGANIZATION AND LOCATION 4453 FLTS Castle AFB, CA				ACFT/CREW POSITION KC-135/IP		ELIGIBILITY PERIOD Jan - Jul 99	
<b>II. QUALIFICATION</b>							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
Closed Book	18 Jun 99	95	INSTM/QUAL		3 Jul 99		
Open Book	5 May 99	100	INSTM/QUAL		10 Jul 99		
Boldface	18 Jun 99	Q					
EPE	3 Jul 99	3/1					
IRC	9 Apr 99	100					
QUALIFICATION LEVEL		RESTRICTION <i>(Explain in Comments)</i> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED		DUE DATES				
1	EPE 3/1		N/A				
EXPIRATION DATE OF QUALIFICATION Dec 00			DATE ADDITIONAL TRAINING COMPLETED N/A				
COMMENTS <i>(If more space is needed, continue on reverse)</i>							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION		CHECK		SIGNATURE	DATE
				CONCUR	DO NOT CONCUR		
1 FLIGHT EXAMINER Steve R. Canyon, Maj		4453 FLTS				X	
2 REVIEWING OFFICER Mark E. Tuffguy, Maj		4453 FLTS/DOO		X			
3 FINAL APPROVING OFFICER Tim T. Maddog, Lt Col		4453 FLTS/CC		X			
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND GRADE OF EXAMINEE Clark E. Kent, Maj			SIGNATURE		

**Figure A3.9. (Added) Continued.**

AF FORM 8, MAY 85 CONTINUATION SHEET
<p>1. Examiner's Remarks Sortie #1</p> <p>A. Mission Description: This sortie was flown as a recurring instrument/qualification navigation leg round-robin to XYZ AFB. Mission elements included take-off, enroute navigation, holding, TACAN approach, one engine out to a full-stop landing at XYZ AFB due to a minor inflight problem. Mission events accomplished were well flown. The checkride was incomplete.</p> <p>B. Discrepancies:</p> <p>Area B11, Systems Knowledge (U): Maj Kent improperly executed fuel transfer procedures by skipping a step in the checklist. Maj Kent was debriefed on using the checklist and not missing/skipping checklist items. No further action required.</p> <p>C. Recommended Additional Training: None.</p> <p>First Flight Examiners Signature Block _____.</p> <p>2. Examiner's Remarks:</p> <p>A. Mission Description: This sortie was flown as a return trip after extended maintenance at XYZ AFB. All remaining requirements were accomplished to include three engine go around and an ILS full stop. Maj Kent flew an excellent evaluation.</p> <p>B. Discrepancies: None.</p>

Figure A3.10 (Added)

CERTIFICATE OF AIRCREW QUALIFICATION					DATE COMPLETED 13 Feb 99		
<b>I. EXAMINEE IDENTIFICATION</b>							
NAME <i>(Last, First, Middle Initial)</i> Sosa, Sammy L.				GRADE Capt		SSAN 333-44-5555	
ORGANIZATION AND LOCATION 40 FLTS Eglin AFB, FL				ACFT/CREW POSITION F-22/MP		ELIGIBILITY PERIOD N/A	
<b>II. QUALIFICATION</b>							
GROUND PHASE			FLIGHT PHASE				
EXAMINATION/CHECK	DATE	GRADE	MISSION/CHECK		DATE		
SPOT	13 Feb 99						
QUALIFICATION LEVEL		RESTRICTION <i>(Explain in Comments)</i>  <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	ADDITIONAL TRAINING				
QUALIFIED	UNQUALIFIED		DUE DATES  N/A				
1			DATE ADDITIONAL TRAINING COMPLETED N/A				
EXPIRATION DATE OF QUALIFICATION N/A							
COMMENTS <i>(If more space is needed, continue on reverse)</i>							
MDS Qualification: F-15 A/C							
<b>III. CERTIFICATION</b>							
TYPED NAME AND GRADE		ORGANIZATION		CHECK		SIGNATURE	DATE
				CONCUR	DO NOT CONCUR		
1	FLIGHT EXAMINER Tim L. McGraw, Maj	39 FLTS/DOV		X			
2	REVIEWING OFFICER Snidely D. Whiplash, Maj	40 OG/OGV					
3	FINAL APPROVING OFFICER Tim T. Maddog, Lt Col	39 FLTS/CC	X				
I CERTIFY that I have been briefed and understand the action being taken this date.							
DATE		TYPED NAME AND GRADE OF EXAMINEE Sammy L. Sosa, Capt			SIGNATURE		

**Figure A3.10. (Added) Continued.**

AF FORM 8, MAY 85 CONTINUATION SHEET
<p>Examiner's Remarks:</p> <p>A. This SPOT evaluation was conducted during HQ AFMC Standardization/Evaluation Formal Visit. The flight examiner administered a Qualification/EP evaluation and was evaluated on his ability to comply with HHQ and local stan/eval directives, properly brief and debrief the examinee, correctly identify discrepancies, award the correct grade for each evaluated area, award the appropriate overall grade and, if required, assign appropriate additional training.</p>



## Attachment 4

## IC 99-1 TO AFI 11-202, VOLUME 2, AIRCREW STANDARDIZATION/EVALUATION PROGRAM

1 APRIL 1999

## SUMMARY OF REVISIONS

This change incorporates interim change (IC) 99-1 which makes the requirement for NAF and OG commanders to be flight examiners optional instead of mandatory (paragraph 2.4.1); adds a sentence to emphasize basic mission capable (BMC) examiners may only evaluate missions in which they maintain qualification (paragraph 3.5.6); and, prescribes AF Form 1381, USAF Certification of Aircrew Training (paragraph 8).

2.4.1. Flying NAF/CCs and OG/CCs may maintain flight examiner status in their primary assigned aircraft.

3.5.6. Flight examiners will administer evaluations only within their aircrew specialty/weapon system (exception: SPOT evaluations and where specifically authorized in AFI 11-2 *MDS-Specific*, Volume 2). BMC examiners may only evaluate those missions in which they maintain qualification.

**8. Forms Prescribed.** AF Form 8, **Certificate of Aircrew Qualification**; AF Form 942, **Record of Evaluation**, and AF Form 1381, **USAF Certification of Aircrew Training**.

**Attachment 5**  
**IC 00-1 TO 11-202, VOLUME 2\_AFMCSUP 1, AIRCREW STANDARDIZATION/  
EVALUATION PROGRAM**

**1 FEBRUARY 2000**

**SUMMARY OF REVISIONS**

This change makes numerous administrative corrections for readability and accuracy. The guidance for documentation of HQ AFMC/DOV approvals for subordinate flight evals, out of command evals, etc is now more detailed. The evaluation worksheets have been consolidated and revised into six total worksheets and are prescribed in paragraph 8 and evaluators are directed to use them in para 3.3.1.3. This change allows units to place Stan/Eval responsibilities at the OGV or flying unit level and allows the DFO to appoint flight examiners attached to the flying unit. The AF Form 8, **Certificate of Aircrew Certification**, is the documentation certifying the qualifications evaluated. This change details procedures to certify individuals before the AF Form 8 has been signed by the approving official. Spot evaluations won't be used to satisfy recurring evaluation requirements. This change clarifies certain situations when requisites must be completed prior to the flight evaluation. Additional training must be completed by the last day of the second month following the discrepancy. MQF policies and procedures are found on the DOV homepage. This change has simplified reviewing and approving officials for the AF Form 8. Crews must review the FCIF prior to their first flight and then annually.

**2.2.1.** The Chief of Standardization/Evaluation (Stan/Eval) (HQ AFMC/DOV) manages the aircrew and parachute life support stan/eval programs. Due to the absence of Numbered Air Forces (NAFs) within AFMC, HQ AFMC/DOV assumes all additional responsibilities normally associated with major command (MAJCOM) and NAF stan/eval functions. In this regard, HQ AFMC/DOV executes both administrative and flying roles. HQ AFMC/DOV personnel are exempt from all additional duties, roster duty, courts, and boards except as directed by HQ AFMC/DO.

**2.2.1.7.1.** AFMC is the lead MAJCOM for flight test operations and test coded aircraft. AFMC/DOV manages the flight test master question file (MQF) program.

**2.3.1.7.** Commanders (Center, Wing, & Unit), Director of Flight Operations (DFOs), and Chiefs of Stan/Eval, will receive required evaluations from the next higher level of stan/eval (subject to restrictions in para 3.5.5.) if assets and scheduling requirements can be met. Evaluations must be coordinated with HQ AFMC/DOV no later than two weeks in advance of the desired evaluation date. If DOV is unable to provide an evaluator, document on the AF Form 8, in the mission description block with the name and date of the approving official from HQ AFMC/DOV.

**2.5.2.** HQ AFMC will periodically announce CCP vacancies and solicit nominations. Nominations for these positions must be endorsed by the flying unit commander and forwarded through stan/eval channels to HQ AFMC/DOV. Nominees must be current and qualified instructor pilots. Background information will include name, rank, current position and crew qualification, total flight time, total instructor and eval-

uator time (if any), total time and total instructor/evaluator time in the aircraft for which nominated, time on station, unit, phone number and date of separation, if applicable.

**2.6.1.** Formal inspections are described in AFMCI 90-203. Formal inspections will evaluate units in the following major areas: aircrew performance, flight operations (to include test and evaluation, contractor operations, and parachute operations where applicable), stan/eval, training, and life support.

**3.3.1.3.** Units will use AFMC Form 59, **Pilot Evaluation Sheet**, AFMC Form 60, **Helicopter Pilot Evaluation Sheet**, AFMC Form 61, **Flight Engineer Evaluation Sheet**, AFMC Form 62, **WSO/Navigator/OSO/EWO/DSO Evaluation Sheet**, AFMC Form 65, **Loadmaster Evaluation Sheet**, and AFMC Form 66, **Boom Operator Evaluation Sheet**, to meet the required evaluation profiles. Units will develop profiles for emergency procedure evaluations using the AFMC worksheets as a foundation (ref para. 4.6.5.1). These profiles will contain elements of the unit's mission if applicable (i.e., FCF profiles). Flight examiners will tailor evaluation profiles using as a minimum the listed requirements on the worksheets.

**3.3.1.4.1.** Unit trend programs will consist of tracking flight evaluations, flight evaluation discrepancies, and ground requisite examinations.

**3.3.1.8.** Operations Group Standardization/Evaluations (OGVs)/units will advertise the AF Forms 847, **Recommendation for Change of Publication**, program through newsletters, SEB and support unit level programs. Units are highly encouraged to use electronic Forms 847 and e-mail to process and forward 847s to HQ AFMC/DOV for action.

**3.4.8.** Commanders will appoint a Stan/Eval Liaison Officer (SELO) to accomplish any of the above duties not performed by OGV. Where there is no parent Operations Group stan/eval function (OGV), there will be a unit Chief of Stan/Eval who will assume those additional responsibilities.

**3.5.2.** The "Letter of Xs" or Pilot Qualification Roster satisfies this requirement.

**3.5.3.** The operations group commander will appoint flight examiners assigned to OGV and other wing/staff agencies, when these personnel are required to assist in the performance of OGV functions.

**3.5.5.** Flight examiners will not administer evaluations to personnel who are responsible for writing or endorsing their performance report without specific approval from HQ AFMC/DOV. Call HQ AFMC/DOV at least two weeks prior to the evaluation for coordination. If DOV is unable to provide an evaluator, document on the AF Form 8 in the mission description block with the name and date of the approving official from HQ AFMC/DOV.

**4.3.4.** Whenever possible this evaluation will be conducted from the instructor position and may be combined with other evaluations to utilize aircraft resources. All instructor aircrew will be evaluated in all general, qualification, and instructor areas. If the instructor position cockpit layout/visibility has differ-

ences that are significant enough to affect instrument maneuvers or landing techniques, units will add appropriate grading areas to evaluate the differences. The instructor upgrade flight evaluation requirements apply to all primary aircrew positions. Instructor comments must be included and described in adequate detail in the mission description area of the AF Form 8. After completing and signing the evaluation worksheet, the evaluator will contact the DFO to obtain instructor certification for the examinee. The evaluator will annotate the date and time of the phone call on the evaluation worksheet and the new instructor may assume instructor duties immediately. Also, annotate the date of this approval in the remarks section of the AF Form 8.

**4.3.5.1. (Added)** SPOT evaluations will not be used to satisfy recurring requirements.

**4.3.5.2. (Added)** Standardization/Evaluation Flight Examiner (SEFE) Objectivity Evaluations. A SPOT evaluation administered by Senior Flight examiner, OGV, AFMC/DOV and CCP's administering evaluations on behalf of AFMC/DOV. The purpose of these evaluations is to evaluate flight examiners within a unit on their ability to comply with higher headquarters (HHQ) and local stan/eval directives, properly brief and debrief an examinee, correctly identify discrepancies, award the correct grade for each evaluated area, award the appropriate overall grade, and, if required, assign appropriate additional training. These evaluations are "over-the-shoulder" type evaluations and may include Emergency Procedures Evaluations (EPEs), qualification, instrument or instructor evaluations. There are no requisite exams required for this evaluation. SEFE Objectivity evaluations will be documented as SPOT evaluations in the Flight Phase (or Ground Phase for EPEs) of the AF Form 8.

**4.6.4.2.** For initial qualification evaluations, requals, and initial instructor evaluations all requisites must be completed prior to the flight evaluation. Single seat fighter pilots will complete written requisites before the first training flight. This applies whether the first flight is in a single or dual-seat aircraft.

**4.7.** Profiles for qualification/instrument/instructor evaluations will be conducted in accordance with the prescribed worksheets for each aircraft and crew position and with the applicable flight test grading criteria outlined in AFI 11-2FT, Volume 2.

**4.10.** Additional training required as a result of a Q-2 or Q-3 evaluation will be completed and a successful requal evaluation (if required) accomplished by the last day of the second month following the date of the discrepancy. Additional Training Certification. The instructor's/training officer's signature will be annotated on the front of the AF Form 8 next to "date additional training was completed" block. This training will be documented in the individual training folder as defined by AFI 11-202, Volume 1/AFMCS 1. Notify the unit commander or operations officer of any evaluation graded less than a "Q."

**5.4.2.1.** The backbone of the MQF program is the CCP. CCPs will develop and maintain their respective MQFs tailoring each mission design series (MDS) and crew position to AFI 11-2FTV2. The MQF program will be posted on the AFMC/DOV homepage. In addition, each CCP will be responsible for updating their MQFs when changes to the Flight Manual occur.

**5.4.2.1.2.** Units may temporarily edit downloaded MQFs to accommodate local testing procedures, fix administrative errors and reflect recent changes to systems and/or operational procedures; however, subject matter may not be changed. Notify AFMC/DOV upon discovery of inaccurate/outdated information in command MQF files.

.

**5.8.** Document completion of Flight surgeon examinations in AFORMS.

**6.1.3.1.** The entry order will be in accordance with the attached samples. Documentation for dual qualified navigators: (similar aircraft only such as the C-18/C-135); examinees will take both open and closed book exams for both aircraft and annotate completion by documenting the open book exams on one line in the ground phase block and one line for the closed book exams.

**6.1.3.5.** Restrictions should include items derived from poor performance on an evaluation and either become permanent or are dropped when the prescribed Additional Training is completed. Also, include unit mission elements that weren't completed in the training program and are of a permanent nature. For example, if a pilot didn't complete night training requirements in his Phase I training program and the unit never intends to complete that training, document that restriction on the AF Form 8. If the unit intends to complete that training, document this temporary restriction in unit training documentation.

**6.1.4.2.** The examiner, reviewer, and approving officer will all be different individuals for any particular AF Form 8 and should all be rated. The reviewing officer is responsible for quality control of the AF Form 8 format and is also responsible for ensuring the content of the AF Form 8 is in compliance with this instruction and AFMC supplement. Therefore, the reviewer should be currently involved in the Stan/Eval operations of the unit, preferably the next higher level of Stan/Eval. The approving officer is responsible for certifying the qualifications attested to on the AF Form 8 and should be the flying unit commander. The next higher level of flying oversight should approve flying unit commander evaluations. The levels of flying oversight are flying unit commander, DFO/operations group commander, wing commander, center commander, (if appropriate), and finally HQ AFMC/DOV.

**6.1.4.2.1.** For initial quals, requals, and crew position upgrades, aircrew personnel must be certified prior to performing these duties in an unsupervised status. Certification normally occurs on the date the final approving official signs the AF Form 8. Approving officials may authorize unsupervised duty status prior to signature. Document this authorization (with date) in the remarks section of the evaluation worksheet and the final AF Form 8.

**6.1.5.** The AFMC flight evaluation worksheets will be used as the temporary draft AF Form 8. Units will complete the routing of the final AF Form 8 within 30 days of completion of the last requisite. For units with displaced final approving officials, this may be no more than 60 days for final certification.

**6.3.3.** Table of Contents. Place a Table of Contents in a separate book and label appropriately. The Table of contents will indicate the location (volume/binder) of listed publications.

**6.3.3.2.** Volume I, Current Read File. Volume I will be divided into separate sections to allow ease of use. Part A will contain an index of current information to include unit FCIF number, control number, subject, date, and expiration date. Label Part A "Index." Part B will contain current FCIF notices applicable to the unit. Volume I notices may also include notification of changes to aircraft technical orders, directives, and other documents contained within FCIF volumes II-V.

**6.3.3.3.4. (Added)** Volume V, Flight Safety Information.

**6.4.1. (Added)** The AFMC Form 84, **Flight Crew Information File Certification** (or suitable alternate) will be used to document FCIF certification by primary assigned and attached aircrew personnel. Units will develop a Go/No-Go process to ensure aircrews have completed all applicable requirements prior to flight. Primary aircrew must review the FCIF prior to their first flight and then at least once annually.

**6.4.2. (Added)** The AFMC Forms 84 need not be maintained for mission aircrews. FCIF notices must be issued by HQ AFMC/DOV, Operations Group OGV, unit Chiefs of Stan/eval or unit SELOs. FCIF items include information that applies to current ground/flight operations. The issuing authority establishes an expiration date for each FCIF item. FCIF items of a permanent nature need no expiration date, but should be incorporated into local directives when practical. FCIF monitors will conduct a review every 90 days to ensure currency of the file and to remove expired notices. Retain removed notices in a dead file for a period of 120 days. Use AFMC Form 50, Flight Crew Information File Notice, as a transmittal sheet for all FCIF entries. Each level of stan/eval will develop a local control numbering system and distribute to appropriate units. The FCIF will be posted no later than the following morning after receipt.

**8. (AFMC) Forms Prescribed.** The following forms have been prescribed in this document and are available in electronic form: AFMC Form 59, **Pilot Evaluation Sheet**, AFMC Form 60, **Helicopter Pilot Evaluation Sheet**, AFMC Form 61, **Flight Engineer Evaluation Sheet**, AFMC Form 62, **WSO/Navigator/OSO/EWO/DSO Evaluation Sheet**, AFMC Form 65, **Loadmaster Evaluation Sheet**, and AFMC Form 66, **Boom Operator Evaluation Sheet**, AFMC Form 70, **Standardization/Evaluation Answer Sheet**, AFMC Form 80, **Waiver Request and Authorization**, AFMC Form 84, **Flight Crew Information File Certification**, AFMC Form 72, **SEFE Objectivity Evaluation Sheet**.

**Attachment 4**

**INSTRUCTIONS FOR USING AND MAINTAINING THE FLIGHT EVALUATION FOLDER  
(FEF) AND SAMPLE, AF FORM 942**

**A4.1.** FEF may be maintained at OGV.

**A4.2.1.** The AF Form 1381 may be maintained in the individual training folder if FEFs are maintained at OGV.

WILBERT D. PEARSON, JR., Brig Gen, USAF  
Director of Operations, HQ AFMC/DO